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Reports

Using the Reports Feature

The BY2000 Reports feature gives you quick access to vital information you may need when deciding to pursue certification, tracking vendor response, developing contingency plans, and communicating with clients or other people who have a stake in your organization.

Choose Modules→Reports to display the Reports screen. Click any button to run the corresponding report.

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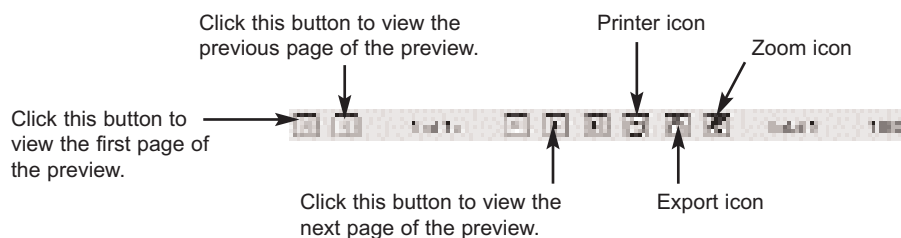
BY2000 prints a preview of the report.



BY2000 prints a preview of the report, which you can view, export, or print.

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Use the Arrow buttons at the top of the screen to view the pages of the preview. Use the Zoom icon to reduce or enlarge the size of the preview.



Click the Printer icon to print the report.

If there is not a printer connected to your computer, you can export the report to be printed from another computer by clicking the Export icon (which looks like an envelope).

To close the report without printing, choose Close Preview.

Descriptions of Each Report

The Quick Status Report

The Quick Status report can not be printed. This report simply provides a quick glance at your organization's overall Risk Rating by using the data from all updated records. It may be helpful to compare the Risk Rating to the chart in the Risk Matrix report.

Extremely Important: Your overall Risk Rating is intended as a guide to give you an idea of your organization's overall risk. ***A low overall Risk Rating does not imply that you are free of risk.*** Pay particular attention to the Scoring report, which provides you with a Risk Rating for *each technology item*.

The Mission Critical Report

The Mission Critical report lists all records for technology items you have deemed *Mission Critical*. Included in the list is the certification number, version, contact name and phone number, system significance, testing level completed (if any), whether the technology item has been certified by the vendor, and the item's individual Risk Rating.

The Level 1 Testing Report

The Level 1 Testing report lists the records of all technology items you have specified as tested to Testing Level 1.

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The Level 2 Testing Report

The Level 2 Testing report lists the records of all technology items you have specified as tested to Testing Level 2.

The Level 3 Testing Report

The Level 3 Testing report lists the records of all technology items you have specified as tested to Testing Level 3.

The Risk Matrix Report

The Risk Matrix report may be one of the more valuable reports to you. This report provides your organization's current overall Risk Rating and tells you the number of days remaining until January 1, 2000. The Risk Matrix also includes a chart for you to compare your current Risk Rating to the risk levels: Danger, High, Medium, or Low.

Because the passage of time automatically increases the Risk Rating, your risk level on the chart is relative to the current date.

The Scoring Report

The Scoring report lists the factors BY2000 uses to determine each technology item's Risk Rating. Each technology item is listed in the report, along with the value each factor has been assigned based upon the information you entered for each record. The Scoring Report also lists your organization's overall Risk Rating.

You may find it helpful to compare the Risk Ratings on the Scoring report with the chart on the Risk Matrix report.

The Certified Systems Report

The Certified Systems report lists all technology items you have specified as *Certified* by the vendor. Included in the list is the item's certification number, version number, contact name and phone number, system significance, testing level completed, certification status, and individual Risk Rating.

Important: Pay close attention to the testing level completed of certified items. If the testing level was low, the fact that the item has been certified does not eliminate all risk.

The Not Certified Report

The Not Certified report lists all technology items that have not been certified, regardless of the testing level completed. You can use this report in conjunction with the Past Due report to coordinate further communication with vendors. This report may also help you with the development and execution of contingency plans.

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The Past Due Report

The Past Due report lists all technology items for which correspondence has not been received by the response date you specified. Also included in the report are all items for which a response is expected within the next two weeks. Like the Not Certified report, you may find this report helpful in communicating with vendors and developing contingency plans.

The All Information Report

The All Information report lists every record you have entered in the BY2000 database. This provides you with a full inventory of your technology items and includes the status of each item.